



- NOW HIRING -

Facilities Attendant

The Facilities Attendant is responsible for assisting with the daily duties associated with community recreation programs, facility supervision, special events and City property rentals. This position consists of facilitating rentals, provide assistance with front desk coverage as needed, distribute promotional material and work with the public. Under the direction of the Recreation Manager, the Facilities Attendant will be required to enforce Park and Recreation rules and regulations in order to ensure safe environment to all patrons seeking to utilize City facilities.

EXAMPLE OF DUTIES (not limited to the following)

- Oversee the use of City facilities including general set-up, maintenance and custodial duties (e.g. cleaning, arranging tables/chairs)
- Answers a wide variety of questions from the public about City events, programs and services
- Ensures proper compliance of existing facility rules and regulations and policies and addresses the violation of such regulations in accordance with City policies
- Transport equipment for use of City staff and/or the public

REQUIREMENTS

- Minimum 18 years of age
- Ability to work with diverse members of the public in a polite and professional manner regarding the Recreation Division requirements and rules
- In current possession of a valid CA Drivers License and satisfactory driving record
- Ability to work independently and efficiently to complete assigned tasks in a timely manner
- Work cooperatively with staff in a positive and constructive manner
- Possess skills to prepare written reports and to follow written and oral instructions
- Willing and able to work weekday evenings and weekend days and evenings, as needed
- Ability to perform physical aspects of assigned duties including to lift or carry 50 lbs or move furniture

The successful candidate should have strong interpersonal communication skills and should be dedicated to providing the best level of customer service to the public. Prior experience (paid or volunteer) in an organized recreation, community service program, effectively dealing with the public or school-related leadership is preferred. First Aid certificate and/or CPR certificate is desirable, but not required.

COMPENSATION

The salary range for this position is **\$10—\$12** per hour. Final rate will be decided based on experience. This is a part time, at-will seasonal position. Benefits are not provided and employment will end after completing no more than 960 hours of work during the City's fiscal year.

TO BE CONSIDERED

All candidates must submit a City of Oakley employment application by **February 8, 2016 at 5pm**. Applications may be obtained at City Hall or accessed via the internet at www.ci.oakley.ca.us and delivered to:

ATTN: HUMAN RESOURCES

CITY OF OAKLEY, 3231 MAIN STREET, OAKLEY, CA 94561

Applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Incomplete submissions will not be considered. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview. The City of Oakley is an Equal Opportunity Employer.

Applications are due by 5pm on February 8, 2016.